

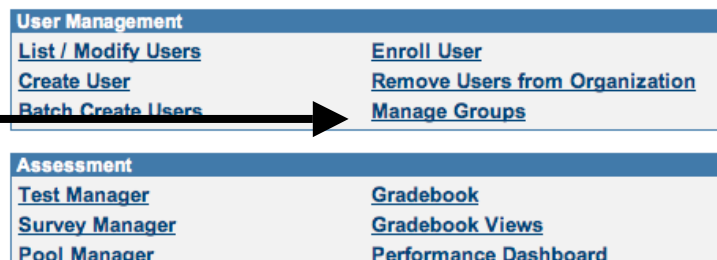
Creating email groups with Blackboard

Step 1

Open the course or community organisation you that you want the email group to be based from. Then activate the “control panel”.

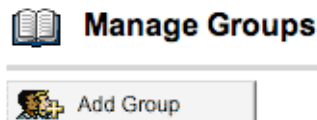
Step 2

Click the “Manage Groups” button.



Step 3

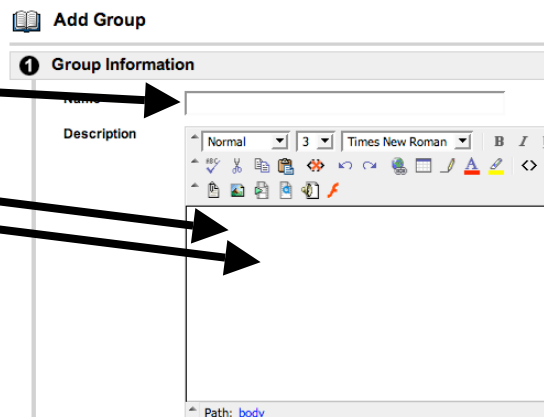
Click the “Add Group” function.



Step 4

Give your group a name eg: “Form Tutors”.

A description of the group is helpful but not necessary.

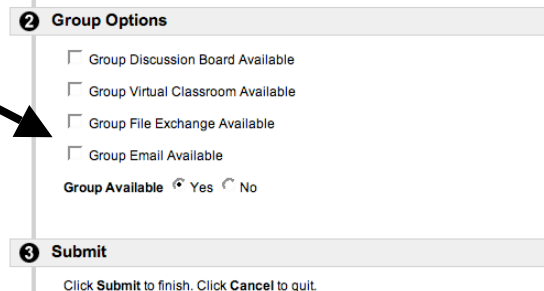


Step 5

Activate the “Group Email Available” box.

Step 6

Click “Submit” then click “OK”.



Adding users to the group

Step 7

Click the “Modify” button.



Step 8

Click the “Add Users to Group” function.

Manage Group - Form Tutors

- ▶ [Group Properties](#)
- ▶ [Add Users to Group](#)
- ▶ [List Users in Group](#)
- ▶ [Remove Users from Group](#)

Step 9

Type in part or all of the last name of a person you want in this group.

The screenshot shows a search interface with tabs for 'SEARCH', 'STARTS WITH', and 'LIST ALL'. The 'SEARCH' tab is active. There is a text input field containing 'Pers' and a 'Search' button. Below the input field, there is a 'Search by:' label with three radio buttons: 'Last Name' (selected), 'Username', and 'Email'.

Step 10

Select the “Add” button then click “Submit”.

1 users located.

Displaying records 1-1.

[Add](#)

[Name](#)

[Username](#)

[Email](#)

PERS, Gillian

gpers

gpers@h

Cancel

Submit

Repeat steps 9 & 10 until the email group is populated

You can find an online version of this user documentation plus other useful resources at www.timkitchen.wikispaces.com